

## 1. Policy Statement

PCYC OOSH regularly transports children as part of providing education and care services. This includes transporting children to and from our centers and school and to and from excursion venues. Children have the right to be protected from harm and hazards when being transported and the service has a legal responsibility to ensure this protection.

PCYC OOSH considers that periods of transport carry additional risks and have greater potential for harm than providing education and care within the service environment. We are committed to ensuring children’s health, safety and wellbeing and protecting them from harm and hazards. The service will conduct risk assessments specific to transporting children and implement appropriate risk management and minimization strategies. Educators will closely supervise children at all stages of the transportation process. No child will be transported without written authorization from a parent/carer.

The National Law and Regulations, NSW Road Rules 2014, NSW Road Transport Act 2013, other relevant legislation and best practice guidelines for transporting children safely will be adhered to at all times. PCYC OOSH recognizes that transporting children provides opportunities for strengthening connections between children, educators, families, and the community and for extending children’s learning. The service will utilize travel time to enhance relationships and outcomes for children.

## 2. Scope

All educators (whether casual, part time or full time) are subject to the policies and procedures in governing PCYC-Out of School Hours.

## 3. References

- *Road Transport Act 2013*
- Education and Care Services National Regulations 99, 100, 101, 102
- National Quality Standards, Elements 2 2.2.1, QA2 2.2.2
- My Time, Our Place, Outcome 1

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## 4. Definitions

The following terms, when used in this Policy, have these meanings:

<b>Educators</b>	Employees who hold qualifications and/or relevant experience in Children Services
<b>Regular Transportation</b>	<p>Transportation forms part of an education and care service if the service remains responsible for children during the period of transportation. The responsibility for, and duty of care owed to, children applies in scenarios where services are transporting children, or have arranged for the transportation of children, including between an education and care service premises and another location, for example their home, school, or a place of excursion.</p> <p>Examples of transport not forming part of a service include:</p> <ul style="list-style-type: none"> <li>• private transport provided by families and carers (i.e. carers not engaged by/registered with a service)</li> <li>• transport provided and/or arranged by an entity other than the approved provider, e.g. a school bus, and the children are not under the care of the approved provider</li> <li>• transport where the approved provider is providing the transport service in a capacity other than as the approved provider, e.g. a government department that provides an education and care service, provides school education, and provides a school bus to school students, on which the children who attend the service also travel for practical reasons (such as in a remote or rural location), when a disability service picks up children and transports them to school or an activity</li> </ul>
<b>Travel</b>	The transportation of a child between an education care service and the PCYC OOSH site irrespective of whether the transportation is provided or arranged by PCYC OOSH.

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## 5. Procedure

### 5.1. When Planning Transportation

5.1.1. All educators responsible for transporting children will be inducted and trained in their responsibilities to implement the Transport Policy and Procedures.

5.1.2. While children are being transported, they will always be in the care of a responsible educator. The nominated supervisor will appoint a person in charge when transportation of children is undertaken.

5.1.3. All children being transported as part of regular transportation or for excursions must have a signed authorisation by their parent or other person named in the child's enrolment as having authority to authorize transportation of a child.

Authorisation must be given for each excursion. Where the authorisation is for 'regular transportation', the authorisation is only required to be obtained once in a 12-month period.

The authorisation must include the following:

- The child's name.
- The reason the child is to be transported.
- If the authorisation is for regular transportation, a description of when the child is to be transported.
- If the authorisation is not for regular transportation, the date the child is to be transported and the period the child will be away from the premises.
- A description of the proposed pick-up location and destination
- The means of transport
- For excursions, the proposed activities to be undertaken by the child during the excursion.
- The period of time during which the child is to be transported.
- Bus route map
- The anticipated number of children likely to be transported.
- The anticipated number of educators who will accompany and supervise the children during the transportation.
- Any requirements for seat belts or safety restraints under a law of each jurisdiction in which the children are being transported.

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- That a risk assessment has been prepared and is available at the education and care service
- That written policies and procedures for transporting children are available at the education and care service.

5.1.4. Risk management and minimization strategies will be implemented to ensure that every reasonable precaution is taken to ensure children’s health, safety and wellbeing during transportation.

5.1.5. The number of educators needed while transporting children will be determined as part of the risk assessment and management process. Consideration will include, but not be limited to:

- the number, age, ability of children and any behavioral concerns and needs
- the number and physical positioning of educators
- each child’s activity
- visibility and accessibility in the vehicle
- risks related to the mode of transportation and when travelling on foot
- risks in the environment, location or while travelling
- any previous risk assessment
- the experience, knowledge, and skill of each educator
- compliance with National Law and National Regulations.

5.1.6. PCYC OOSH will ensure the number of children being educated and cared for by the service does not exceed the maximum number of children specified in the service approval no matter where the children are located, including while they are being transported by the service.

5.1.7. Written authorization for transportation will be obtained from each child’s parent or authorized nominee and will include:

- child’s name
- reason for transportation
- for regular transport, a description of when child is to be transported.
- for transport that is not regular, the date of transportation
- description of collection/delivery locations

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- means of transport
- timing and duration of transportation
- number of children being transported.
- number of supervising adults
- requirements for seatbelts or safety restraints
- notification that the prepared risk assessment and the Safe Transportation of Children Policy and Procedures are available to view at the service.

For regular transportation, authorization will be obtained annually or when the risk assessment is amended. For transport that is not regular, authorization will be obtained each time transport is to be used.

## 5.2. When Providing Transportation

5.2.1. Vehicles used to transport children as part of the service will be initially checked, then checked quarterly, to ensure they are:

- registered
- CTP insured.
- comprehensively insured.
- regularly maintained.
- regular vehicle compliance checks (for vehicles over 14 seats)

5.2.2. Vehicle maintenance checks will be carried out by the educator responsible for the transport run. Checks include, but are not limited to, the safe condition and operation of:

Weekly:

- tyres, air conditioning and doors and windows (including childproof door and window locks where fitted).

Daily

- brakes, lights, indicators, windscreen wipers

Child car seats, booster seats and seat belts will be checked prior to each transport run. Fuel levels will be checked prior to each transport run to ensure adequate fuel for the duration of the run. Any maintenance issues will be documented and provided to the nominated supervisor for action as soon as possible.

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5.2.3. For vehicles seating less than 12 people educators conducting the transport run will ensure all children under the age of seven years are restrained correctly in Australian Standards (AS/NZS 1754) approved child car seats or booster seats suitable for each child's age and size. Educators will ensure children seven years and older are restrained in the safest way possible for their size either in a booster seat with a lap sash seatbelt or with a lap sash seatbelt only. The Five Step Test will be used to determine the appropriate restraint type.

5.2.4. For vehicles seating more than 12 people, the use of child car seats or booster seats are recommended, however not required.

5.2.5. Vehicles used to transport children will contain:

- a fully stocked first aid kit including emergency asthma and anaphylaxis medications.
- PCYC OOSH mobile phone with access to Xplor playground app
- paper copies of children's emergency contact information
- medication, health plans and risk assessments for individual children
- emergency contact details for children being transported.
- contact details of the service including an emergency contact number
- emergency response information Transport list
- high visibility vest
- sunscreen
- first aid kit
- torch
- supply of drinking water

5.2.6. Transport attendance information. Information regarding which children are scheduled to be on the bus for transport for any given day and session will be included on the transport list. This list will be generated and accessed by educators via the Xplore playground app. Information that will be accessed and visible on the transport list will be:

- the number of children being transported on each run.
- the full name and a photograph of each child being transported.
- the date and time of each child's arrival at or departure from the service
- the full name of educators signing children into the service.
- For detailed steps on how to generate and complete a transport list on Xplore please use the hyperlink below

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[Playground App: Transport Lists](#)

5.2.7. When children are embarking or disembarking the vehicle at the service premises, an educator staff (other than the driver) must:

- be present to account for children when embarking and disembarking.
- Sign the children in and out of the service via playground Xplore App
- examine the interior of the vehicle to confirm no children remain on board. This will include visual inspection of all areas of vehicle including
  - i) all seats including the driver’s seat
  - ii) inspection of bus bathroom area (if applicable)
  - iii) inspection of the entire inside of the bus (including walking from the front of the bus to the back of the bus and then from the back of the bus to the front)
  - iv) Under seats
  - v) Storage areas
- Generate and Complete a transport report On Xplor playground. This report will request the educator to acknowledge that
- the interior of the vehicle was examined For detailed steps on how to generate and complete a transport report on Xplor playground please see the hyperlink below

[Playground App: Transport Lists](#)

5.2.8. Any educator involved in transporting children will have a current paid Working with Children Check and will be inducted into the requirements outlined in Transport Policy and Procedures and any other relevant documents.

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5.2.9. Children being transported will be accompanied by at least one educator with approved and current:

- first aid qualifications, and
- anaphylaxis management training, and
- emergency asthma management training

5.2.10. Any driver transporting children will have, at minimum, a current and valid C class driver license and be in a fit and proper state to drive. Provisional license holders are permitted to drive vehicles used to transport children as part of the service. Educators or Contractor driving larger vehicles to transport children must hold the relevant license for the vehicle classification.

5.2.11. For vehicles seating 12 people or fewer, the number of supervising adults required will be determined by the transport risk assessment. If the risk assessment allows one educator and driver to transport children, risk mitigation strategies will be determined to ensure adequate supervision and safety.

5.2.12. For vehicles seating more than 12 people, the number of supervising educators required will be determined by the transport risk assessment.

5.2.13. In the case of an emergency such as vehicle breakdown, crash or other traffic incident, or illness, injury or trauma on board, educators transporting children will follow the service's policies and procedures and refer to the emergency response information in the vehicle. Educators will:

- check on the welfare of children and other educators and provide first aid, comfort and support.
- call emergency services if required.
- implement all other actions in accordance with the service's Emergency and Incident, Injury, Trauma and Illness policies and procedures.
- Report the incident to the nominated supervisor/approved provider who will arrange for alternative transport if required and notify families of the incident.
- complete an incident record on return to the service which the nominated supervisor/approved provider will use to notify the NSW Regulatory Authority within 24 hours if required.

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- 5.2.14. The service will engage children in establishing and implementing travel behavior rules at a developmentally appropriate level. Rules will be focused on safety and respectful, courteous behavior to others and will reflect the Behavior Guidance policy.
- 5.2.15. Educators will use travel time to engage in conversations to enhance relationships, extend children’s learning and strengthen connections between children, educators, families and the community.

### 5.3. When Moving Children to and from the Vehicle

- 5.3.1. Educators will park the vehicle as close as possible to the collection/delivery location to avoid the need for children to crossroads or walk through traffic areas, including car parks and driveways, wherever possible.
- 5.3.2. Educators will choose the safest route possible for walking children to and from the vehicle as determined by the risk assessment.
- 5.3.3. Educators will talk with children about safe practices and actively supervise them when moving to and from the vehicle. Supervision will consider children’s age and development and their capacity to recognize and react to risks. For children not yet able to be independent and safe as pedestrians, educators will hold their hands. The service will follow the Transport for NSW endorsed key pedestrian safety messages.

### 5.4. When Departing PCYC with Children

- 5.4.1. The driver will enter the vehicle and check the internal temperature. If necessary, the driver will start the vehicle and adjust the air conditioning to ensure the internal vehicle temperature is comfortable for passengers.
- 5.4.2. Before leaving the service building, an educator will conduct an attendance check via the playground app. A head count will be conducted as the children enter the bus.
- 5.4.3. When the children embark in the vehicle an educator, other than the driver, will conduct an attendance check using playground Xplore, including a two head counts (once counting while walking up the aisle to the back of the bus, the second while walking from the back of the bus to the front of the bus) to ensure all children are accounted for.

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## 5.5. When Arriving at PCYC with Children

5.5.1. An educator, other than the driver of the vehicle, will conduct an attendance check using the playground xplore app and sign in each child as they disembark the vehicle.

5.5.2. Immediately after the children have disembarked, an educator , other than the driver of the vehicle, will conduct a thorough check to ensure no child remains in the vehicle. The check will include a visual inspection of all areas of the vehicle including:

- all seats including the driver’s seat.
- under seats
- storage areas

At the completion of the vehicle inspection the educator will call out the names of the children who attended the transport run. The driver will ensure the vehicle engine is turned off and there are no auditory distractions that may interfere with hearing a child.

5.5.3. On entering the service an educator from the vehicle will conduct a head count via the Xplore playground to ensure all children are accounted for. For detailed instruction on how to complete head count please visit [Playground App: Head Counts](#)

5.5.4. After every transport run, prior to parking and securing the vehicle, the driver will conduct a thorough check to ensure no child remains in or near the vehicle. The check will include a visual inspection of all areas of the vehicle including:

- all seats including the driver’s seat.
- under seats
- storage areas

5.5.5. On conclusion of the transport service the driver will park and secure the vehicle in the designated shaded parking area.

## 5.6. When Children are Collected from/Delivered to School by PCYC

5.6.1. The vehicle will be parked on the same side of the road as the school and as close as possible to the school gate as determined by the risk assessment.

5.6.2. An educator will walk children to the school gate. Supervision will take into account children’s age and development and their capacity to recognize and react to risks. For children not yet able to be

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independent and safe pedestrians, educators will hold their hands.

- 5.6.3. An educator, other than the driver of the vehicle, will conduct an attendance check using the playground app and sign in each child prior to the children embarking the vehicle.
- 5.6.4. When collecting children from school, all-weather meeting places will be utilized where possible. The risk assessment will consider meeting place locations; mitigation strategies will be implemented to ensure these places are as safe as possible.
- 5.6.5. Educators will NOT move children to the vehicle until all children being transported are present at the meeting place and signed into the care of the service via playground.
- 5.6.6. Prior to moving the children to the vehicle an educator will conduct a head count to ensure all children are present and accounted for.
- 5.6.7. When embarking on the vehicle an educator will again conduct a head count to ensure all children are present and accounted for.
- 5.6.8. Parents/carers are responsible for contacting the service as soon as possible if the child is not attending OSHC. When notified of non-attendance by the family the child's name will be removed from the attendance record on the Playground.
- 5.6.9. If a child is not present at the meeting point by the designated time the 'OOSH school collection missing child procedure' will be followed.

## 5.7. When using Public Transport

- 5.7.1. When using public buses, trams, trains or ferries, journeys will be carefully planned to ensure children's safety. The risk assessment will consider the additional child protection risks posed by sharing transport with members of the public. Journeys using public transport should be planned outside of peak travel hours to minimize crowding and maximize children's comfort and safety.
- 5.7.2. Where appropriate, the service will contact the transport provider to inform them of the route and times that children, educators and volunteers may be using the transport so that vehicle operators can be informed and prepared for the group of passengers.
- 5.7.3. Supervision of children on public transport will be in accordance with the service's Excursion and Supervision policies and procedures and as determined by the transport risk assessment.
- 5.7.4. When using public transport an educator will cross check and mark the transport attendance record

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and conduct head counts to ensure all children are present. These attendance checks and headcounts will be conducted at times including, but not limited to:

- prior to embarking
- when embarking
- when on board
- when disembarking
- after disembarking.

An educator will always be the last person to embark and disembark the vehicle to ensure all children are accounted for.

## 5.8. When Planning for the Collection and Delivery of Children to PCYC by a Chartered School Bus/Coach

5.8.1. When children are delivered to PCYC by a chartered school bus/coach a risk assessment will be developed to identify and assess risks that the travel may pose to the safety, health or wellbeing of any child or Educators, and specify how the identified risks will be managed and minimized.

The risk assessment will consider:

- a. the age, developmental stage and individual needs of the child.
- b. the role and responsibilities of the following persons (if applicable)—
  - i. in the case of a child who leaves the service premises to travel to an education and care service premises of another education and care service, the nominated supervisor of each service.
  - ii. the child's parent.
  - iii. an authorized nominee named in the child's enrolment record.
  - iv. a person authorized by— A. the child's parent; or B. an authorized nominee named in the child's enrolment record.
- c. the role and responsibilities of the service the care of which the child is entering or leaving.
- d. the communication arrangements between the service the child is leaving and the service the child is entering including any communication arrangements if the child is missing or cannot be accounted for during the child's travel.
- e. the procedure to be followed by the service if the service has identified that the child is missing or cannot be accounted for during the child's travel.
- f. given the risks posed by the child's travel, the number of educators or other responsible adults

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that are appropriate to provide supervision.

g. the proposed route (map) and destination, including any proximity to harm and hazards.

h. the process for entering and exiting—

i. the service premises; and

ii. the pick-up location or destination (as required); iii. the procedure to be followed by the service to ensure the child leaves the service premises in accordance with regulation 99(4)(b).

## 5.9. When Children are Delivered to PCYC by a Chartered School Bus/Coach

5.9.1. Before any travel between PCYC OOSH service and another education service is undertaken the charter bus service and child’s school will be supplied with PCYC centre’s name, address and contact number. Similarly, the charter bus service and child’s school will provide PCYC with an emergency contact.

5.9.2. An educator will meet the children at a designated collection/delivery location.

5.9.3. If a child who is usually transported is not at the collection/delivery location at the designated time the ‘PCYC OOSH Collection missing child procedure will be followed.

5.9.4. Immediately after the children have disembarked, an educator will conduct a thorough check to ensure no child remains in the vehicle. The check will include:

- visual inspection of all areas of the vehicle:
  - all seats including the driver’s seat
  - under seats
  - storage areas

5.9.5. Educators will choose the safest route possible for walking children from the vehicle to the center as determined by the risk assessment. Risk assessments to include map of walking route.

5.9.6. On entering the service an educator from the vehicle will conduct a head count and cross check with attendance information on playground to ensure all children are accounted for. For detailed instructions on how to complete a head count on Xplor playground please visit [Playground App: Head Counts](#)

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### Version History

Document Number	Version	Date	Created By	Role	Reason
POL-077	3.0	19/10/2023	Laura Pellegrino	Quality, Compliance & Child Protection Manager	Update of Policy to meet new regulatory requirements
POL-077	4.0	19/03/2024	Laura Pellegrino	Quality, Compliance & Child Protection Manager	Review of policy

### Reviewed By

Version	Date	Reviewed By	Role	Reason
3.0	19/10/2023	Aliya Iftikhar	State Manager Children Services	Update of Policy to meet new regulatory requirements
4.0	19/03/2025	Justine Russell	GM Programs and Social Impact	

### Acceptance Signoff

Version	Date	Reviewer	Role	Signature
3.0	05/01/2025	Scott Murray	GM Club Operations	DocuSigned by: <i>Scott Murray</i> FC38F83268CE4FD...
4.0	19/03/2025	Justine Russell	GM Programs and Social Impact	<i>J Russell</i>

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